

NOTICE OF JOB VACANCY

TITLE: Secretarial Assistant II, Non-Steno

CLOSING DATE: July 15, 2022

RANGE AND SALARY: A17 \$48,541.07- \$68,387.05

POSITIONS AVAILABLE: One

LOCATION: NJ Public Employment Relations Commission

UNIT SCOPE: PERC

JOB DESCRIPTION:

Acts as personal secretary to the Chair and Legal staff for the Public Employment Relations Commission. Proofreads legal documents and checks legal citations for accuracy and completeness. Using agency case management system, docket petitions, records case processing activities and transfers/closes cases. Prepares final Decisions of the Commission for distribution to parties and entry into case management system. Handles and routes mail. Prepares agendas and minutes for meetings of the Commission. Prepares personnel action requests and supporting documentation. Reviews and ensures time and leave system. Processes purchasing and performs other support work for the office. Interacts with other agencies regarding these matters. Answers telephone calls from constituents, general public, parties, courts and media, providing information or transferring to appropriate staff. Maintains case files.

DEPARTMENT OF PERSONNEL REQUIREMENTS:

Four (4) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above.

Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English..

NOTE: Experience with Wordperfect and with case management entry is preferred.

Open to State employees in the career service who are permanent in Class Codes 13 through 17 or who meet the open competitive requirements..

If interested, please respond in writing by the closing date shown above to:

resumes@perc.state.nj.us

or

Recruitment
NJ Public Employment
Relations Commission
PO Box 429
Trenton, NJ 08625-0429

Note: As of September 10, 2010, in accordance with the New Jersey First Act, N.J.S.A. 52:14-7, all new employees must reside in the State of New Jersey, unless exempted by law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence New Jersey or to secure an exemption.

Appointments made from this posting that involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

